

**City of Milpitas  
Economic Development Commission  
Wednesday, April 30, 2003**

**MINUTES**

**Attendees:**

Commission members: Karl Black, Ed.D., Dhaval Brahmbhatt, Frank De Smidt, Joseph Gigantino, Jr., Ray Maglalang, Diane McDonough, Donald Peoples, Michael Pham, Vincent Songcayawon, Christie Gammon (Alternate No. 1) and Tom Tuong Nguyen (Alternate No. 2).

City staff: Thomas Wilson, Blair King, Joe Oliva and Cindy Maxwell.

**1. Welcome**

Mayor Jose Esteves called the meeting to order at 7:00 p.m. Mayor Esteves welcomed the new Commission members and overviewed his expectations of the Commission. He noted the Commission should have both short and long-term goals and consider issues such as business retention and recruitment and city services and competitiveness. He outlined that staff will provide the Commission with background information focusing on the city's strengths, weaknesses, opportunities and threats.

Tom Wilson, City Manager, answered questions from the Commission noting that the Commission will need to define their information needs and work strategy. Mayor Esteves requested that the Commission receive copies of the Planning Commission agenda. Commissioner Ray Maglalang emphasized the importance of assessing the city's strengths and weaknesses before developing Commission goals.

**2. Introductions**

Mr. Wilson described the Economic Development Commission as a standing committee that is advisory to the City Council. He noted that appointments to the Commission would only be made by the City Council, which means that members are official representatives for the City of Milpitas. Mayor Esteves stated that he will be the City Council liaison to the Commission and Vice Mayor Dixon will be the alternate Council liaison. Mr. Wilson introduced city staff. The Commission introduced themselves and described their background.

**3. Organizational Business**

Elections: Mr. Wilson noted the Commission needed to discuss elections. He described the Chair's responsibilities to confer with staff on agenda preparation, provide input to staff on issues and process and to add items to the agendas. He noted the Vice Chair must reliably support the Chair and

that the Commission generally follows a modified Roberts Rules of Order but there is no parliamentarian.

It was the **consensus** of the Commission to hold elections of officers at the next Commission meeting.

Meeting Schedule: The Commission discussed various meeting schedules.

It was the **consensus** of the Commission to hold the next meeting on Monday, May 12, and to further consider a regular meeting schedule. It was agreed that Commissioners would all consult their personal calendars for availability prior to the meeting.

By-Laws: Mr. Wilson indicated that staff would have a first draft of the Commission by-laws for review at the next meeting.

Mr. Wilson also noted that meeting minutes will highlight key Commission dialog and actions but will not provide verbatim transcripts of Commission meetings. An audio recording of meetings will be maintained for additional record keeping purposes. Cindy Maxwell, Principal Analyst, asked the Commission to review the draft Directory of Local Officials page for corrections and additions. She noted that the Commission's terms of office will be determined during the development of the by-laws and that terms of office for Alternates were already established at two years. She described the Alternate's role as a participatory non-voting member and to fill an absent member's seat during a meeting and assume their voting responsibilities.

Commissioner Karl Black, Ed.D., inquired about the applicability of the Brown Act. Mr. Wilson noted the Economic Development Commission is subject to Brown Act requirements for open meetings and agenda postings. He indicated the City Attorney would be asked to provide a brief overview of the Brown Act at a future meeting.

#### **4. Briefing and Workplan**

At Commissioner Frank De Smidt's suggestion, it was the **consensus** of the Commission to ask staff to survey other local communities on their major economic development activities.

Commissioner Maglalang reported on his attendance at a recent economic development conference and the successful economic development activities of San Francisco and the San Fernando Valley.

Mayor Esteves emphasized the importance of modifying the City's web site to support economic development work. Blair King, Assistant City Manager, briefly described staff's efforts to enhance the city web site including providing

an inventory of available commercial property. Mr. Wilson suggested that the city's Information Services staff provide a briefing at a future Commission meeting about technology support of economic development goals.

Commissioner Diane McDonough emphasized the importance of developing a vision for the city. Mr. Wilson noted that to support that effort, the Commission would assess the various sectors of the community for strengths, weaknesses, opportunities and threats. The Commission will want to identify the tools that are available or need to be developed and will also consider how the city can best respond to emergencies.

Responding to Commissioner Tom Nguyen, Mr. Wilson noted that the Commission has the use of existing staff resources and any specific budget line item will need to be incorporated and approved by the City Council during the upcoming city budget process.

Commissioner Vincent Songcayawon stated that the Commission should review policy issues, such as the requirement for below market rate housing. Mr. Wilson explained that the Economic Development Commission may review how the city meets State mandates but cannot change the requirement on the city to meet the mandate. He also indicated that the Commission would receive a number of briefings on city projects, processes, tools and policies such as the Mid Town Plan, the Redevelopment Agency, transportation and the Planning Commission.

Commissioner McDonough noted there was a public meeting on the Redevelopment Plan amendment on May 20. It was the **consensus** of the Commission to request staff to provide some background information about the meeting and the Redevelopment Agency before the May 20 meeting. Mr. Wilson described the Redevelopment Agency as very strong and exceeding the activity levels of most other cities.

Mr. Wilson indicated the Redevelopment Agency was a city strength along with retail growth, geographic location appeal to high tech industry, the city's resource dedication for transportation improvements and our residential neighborhoods. Projects that pose challenges for the community are implementation of the Mid Town Plan, Main Street improvement and elimination of at-grade railroad tracks.

Commissioner Dhaval Brahmbhatt stated he felt there was a need for a convention center and he was concerned about the Elmwood jail facilities presence in town. Mr. Wilson summarized the plans for a new library. Commissioner Maglalang emphasized the need for the Commission to complete the community assessment so they can then identify economic development goals. Commissioner Donald Peoples emphasized that it is

important the Commission be kept informed about any economic development related work of other Commissions and staff.

Mr. Wilson indicated staff would provide city budget information as requested by Commissioner Nguyen and a list of past major development projects as requested by Commissioner Joseph Gigantino, Jr. He also noted that staff briefings would include an inventory of city-owned properties. Commissioner De Smidt suggested that the Commission consider and advise the City Council on State legislation that could affect the local economy. Commissioner Peoples suggested that it may be desirable to have subcommittees focus on specific issues or projects. Commissioner Songcayawon requested large binders with monthly indexes for each of the members.

## **2. Next Meeting**

It was the **consensus** of the Commission to begin the May 12 meeting at 6:00 p.m.

Next agenda items: Elections, By-laws, meeting schedule, Brown Act briefing (tentative), City finance overview.

## **3. Adjournment**

It was the **consensus** of the Commission to adjourn the meeting at 8:45 p.m. to May 12 at 6 p.m.